



## Request for New Reassignment Proposal

Instructions: Complete the following form. Ask your Dean to review and sign. Then your Dean will submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see [Reassigned Time Process webpage](#).

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1. Term in which assignment would begin (semester, year): Fall 2020

2. Application Date (mm/dd/yyyy): 11/15/20

3. Author(s): David Meckler

### Overview

4. Position or Project Name

Identify a “one line” description of the type of assignment (faculty leadership, coordinator, research, etc.):

Arts Coordinator

5. Amount of Reassignment & Duration

- a. Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week.

Fall (FTE): 0.2    Spring (FTE): 0.1    Total Annual (FTE): 0.3

- b. How many semesters of reassigned time are being requested? Note, if the position is needed after the end of the term, a [Renewal Application](#) must be filled out. 4

### Justification and Assessment

6. Outcomes & Activities

- a. Please list the core responsibilities and/or outcomes to be performed and calculate the approximate number of hours per week required to perform each (e.g., recruiting = 1hr/week). (1 unit = 2.5 hours per week)

Previous Arts Coordinator Reassigned time was not effective due to having too many small desinated tasks. This new version should be more effective by clearly prioritizing tasks.

Arts Career Lecture series, peformance series coordination -- 3 hours per week

Cross-promotion of arts courses in other classes and PR materials -- 2 hr/wk

Promoting relevant and meaningful inclusion of the arts in Guided Pathways;

Program Review and Resource Request coordination -- once per year (2 hr/wk)

- b. Identify how the activities align with the college's [Educational Master Plan](#) and/or initiatives (for example, Guided Pathways, CTE, etc). (Please limit response to 250 words).

EMP Goal 1 -- by increasing student awareness of arts careers, student motivation and completion will be increased.

EMP Goal 2 -- lecture series will bring in working artists and arts administrators from the community, and lectures will invite all from the community.

EMP Goal 3 -- the lecture series will benefit faculty as well, strengthening connections to their fields for professional development.

7. The following responsibilities are included as part of faculty workload and can be found here. Please explain how the duties for which you are requesting reassigned time are different from those enumerated in [Appendix D1](#).

While program review is a normal part of faculty workload, it has not functioned to its full potential effectiveness since resource requests have not been integrated and coordinated. The other functions proposed above (lecture series and publicity materials coordination) are outside of normal faculty workload responsibilities.

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*Administrative Use Only*

Dean's Review:

- Fully support request  
 Support with reservation  
 Do not support (explanation required)

Explanation:

Dean Signature: